

INSTRUCTIONS FOR SFTR SPREADSHEET

Traveler's Agency – The traveler's employing or sponsoring agency.

Traveler's Name – The first and last name of the traveler.

No. of Flights – The total number of flights the traveler took during the reporting period.

Traveler's Status – The identification of the type of traveler being transported. Valid status entries are: Contractor, Non-Federal Official, Dependent, Other Official Traveler, Senior Executive Branch Official, Senior Federal Official and Military.

SENIOR FEDERAL TRAVEL REPORT

APRIL 1, 2001 TO SEPTEMBER 30, 2001

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